



**CITY OF SAINT PAUL
DEPARTMENT OF SAFETY AND INSPECTIONS
DIVISION OF ENVIRONMENTAL HEALTH**

FOOD CODE PLAN REVIEW REQUIREMENTS

Allow at least 30 working days for plan review approval. A completed license application (including applicable license fees) must be submitted before plan review may begin. Please send plans certified mail or equivalent if you need assurance they were received. Plan approval must be given prior to constructing, enlarging, altering, or converting any building for use as a food establishment.

The following items are required for Food Code plan review:

- ☐ Menu, statement of food activities, description of food and beverage items.
- ☐ Plans including site, building, floor, plumbing, and mechanical schematics. Seating capacity and square footage must be indicated.
- ☐ Room and area finish schedules for walls, ceilings, floors and floor base.
- ☐ Equipment layout plan and a corresponding equipment schedule.
- ☐ Shop drawings for all custom equipment, counters, countertops and cabinets.
- ☐ Equipment specifications (cut sheets) indicating manufacturer and model.
- ☐ Used equipment must be evaluated and approved prior to installation.

All food equipment must be listed by NSF/ANSI, Edison Testing Laboratories (ETL) or Underwriters Laboratory (UL) as meeting applicable NSF/ANSI Standards.

The proposed construction or remodeling shall conform to the Minnesota Food Code. The Minnesota Department of Health Food Service Construction Guide is available at: <http://www.health.state.mn.us/divs/eh/food/license/prconreq.pdf>

If any changes are proposed after this Department approves the plans, written changes or additional plans may be required in writing to receive approval. Provide a minimum of **14 days notice** to the Environmental Health Specialist prior to the opening date. All license and Environmental Plan Review fees must be submitted before the opening inspection.

You may not operate until applications and fees are submitted and final approval is given.

Contact Brian Krawiecki at (651) 266-9134 with questions concerning Food Code plan review requirements.

NOTE: Construction must comply with other applicable code requirements.
You may be required to submit additional information to demonstrate compliance.

Contact Jeff Fischbach at 266-9106 or Larry Zangs at 266-9109 for a coordinated review of your project.